

Heber Public Utility District

Report to the Board of Directors

Date: June 16, 2022
From: Laura Fischer, General Manager
Subject: General Managers Report to Board of Directors

HPUD ADMINISTRATION **HPUD Events and Newsletter**

HPUD Board Secretary

Starting in June 2022, Moises Cardenas, will be serving in the role of Board Secretary/Clerk. Moises Cardenas in his role as Office Manager will be charged to fill the duties and responsibilities of the Board Secretary. He will be attending webinars and in-person training as they become available.

Schools Out Cool Down

June 10th from 5pm at Tito Park was a great success with hundreds of kids attending. The kids and families came in waves, cooling off then heading home as the next group arrived. Thanks to the Imperial County Fire Department, AmeriCorp and HPUD staff! See the attached news article from the Desert Review.

Fourth of July Fun at Rec Center

Our Next Recreation Event is on July 4th at the Rec Center. We will have a movie, popcorn, watermelon, and games. Once again, we will utilize our partners with AmeriCorp Volunteers to help facilitate the event.

HPUD Board Member - Mandatory Training

AB 1234 training link:

<https://members.csda.net/imis1/ItemDetail?iProductCode=WEB2022ETHICS>

Harassment Training link:

<https://members.csda.net/imis1/ItemDetail?iProductCode=WEB2022SHP>

If you have difficulty accessing these training links, please contact me or Raquel. Please print the certificate of completion for the training and provide it to Raquel.

AB1234 and Harassment training must be completed every two years, and all of our Board Members need to take the training this year.

Nexus Study

Staff continues to work with The Holt Group to prepare the Nexus Study for presentation to the Board of Directors. We are working to have this study on the July agenda.

Memo to BOD 06/16/2022

Developer and Engineer Report

Attached please find the report from The Holt Group on developer projects and engineering project.

HPUD OPERATIONS

Sewer Department

NPDES Permit Renewal

The HPUD is in the process of renewing our National Pollutant Discharge Elimination System permit. The Regional Water Quality Control Board has submitted to HPUD a draft permit, however before the permit could be brought to the Regional Board for approval, the EPA made some comments and changes. We now have an updated Draft NPDES permit which will go to the Regional Board on June 14th.

Repairs to the Aeration System

Staff will be making additional repairs to our aeration system which will require that we put into service our abandoned race track system. The race track system is up and running. West Tech, the manufacturer of the aeration system, will be at HPUD in June to provide a recommendation on repairs and maintenance of their system. Staff will bring back to the Board in July a project cost estimate for the system.

Finance Department

Account Shut Off for March 2022

As you know we implemented the late fee and shut offs in January 2022. We shut off for March in June. Currently we have 312 customers who are late paying for May. Currently we have 26 customers on payment schedules.

Fraudulent Checks Cashed

Two fraudulent checks were cashed on our account. The bank was notified and took immediate action to correct the situation and to put preventative measures in place. HPUD staff submitted a claim with the bank and our insurance company to make every effort to recover the funds. Additionally, HPUD staff filed a crime report with the Imperial County Sheriff's Office. The total of the two checks was \$7,000. Since the two checks were cashed, there have been at least three other fraudulent checks presented to banks that were caught and not cashed.

HPUD is now signed up for "Positive Pay" with the bank. This requires HPUD staff to upload a list of authorized checks, amounts, payees, and dates to the bank's portal. Any check that is not on this list will not be cashed. During the transition the District has 7 valid and approved checks returned to the vendor. This happened because the list HPUD submitted was not available to the correct bank personnel, and when the bank tried to contact HPUD we did not respond in a timely manner.

Staff has developed a procedure to make sure that management staff is made aware when a check has been presented to the bank that is not on the "Positive Pay" list. This procedure should be implemented this week and we feel confident that the "Positive Pay" system will work without issues and that HPUD staff will be trained on how to respond to bank inquiries.

From: [Juny Marmolejo](#)
To: [L Fischer](#); [Adriana Amezcua](#); [M Cardenas](#)
Cc: [George Galvan, AICP](#); [Jack Holt](#)
Subject: THG Engineering Report on Progress of Various Projects June 9, 2022
Date: Thursday, June 9, 2022 4:18:13 PM

Good afternoon Ms. Fischer, et all,

Below is a report of progress of various engineering projects.

The Water Distribution Pipeline Project:

The Design of the Existing Project Site and new Water Pipeline is ongoing at this time. The Existing Site Design includes the establishment of the Right-Of-Way and Easements, Existing Site Infrastructure, such as roadway, curb and gutter, fencing, existing utilities, etcetera. The Design has been delayed and is expected to be completed in August 2022.

The Water Treatment Plant's Parking Lot Project:

The Project was bid and Board of Directors approved the Award on April 21, 2022 Board Meeting. The Contract has been processed and issued to the Contractor. The Contractor anticipates to start the construction during the week of June 27, 2022. Construction is to take place for 1-2 week duration.

The HPUD Recreational Center Parking Lot:

The Project was bid and Board of Directors approved the Award on April 21, 2022. The contract is still being processed for approval, as contractor has to submit correct documentation. Approval is to be expected by end of June with a construction date for the early July 2022.

The HPUD Recreational Center Parking Lot Patio Project:

The Holt Group is attain proposals for the construction of a patio from local contractors. Proposals are to be attained in early July 2022.

The HPUD 2022 Sanitary Sewer Manhole Project:

Bids were received in June 8, 2022. Bids are to be forwarded to Board of Directors with a request to Award to a Contractor. Construction is dependent on attaining an County of Imperial Public Works Encroachment Permit and is expected to commence in July 2022.

The HPUD Wastewater Treatment Plant Preliminary Engineering:

The Holt Group is preparing costs for various rehabilitations (ie, Electrical and Controls, Headworks Treatment, Regional Pump Station, Biological Treatment) and improvements (additional sludge beds, Work Shop Building, Addition to Operations Building), cost estimates are to be provided by end of June 2022.

Respectfully,

Juny Marmolejo

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